

NAVAL SUPPORT ACTIVITY
HUMAN RESOURCES OFFICE
PSC 817 BOX 29 FPO 09622
NAPLES, ITALY

REANNOUNCEMENT – REANNOUNCEMENT – REANNOUNCEMENT

VACANCY ANNOUNCEMENT: 01NAP-001579-SC **OPENING DATE:** 05 Mar 01 **CLOSING DATE:** Open Until Filled
CUT OFF DATE: Every 15 days

POSITION: Education Aid (Child Care), GS-1702-03 \$17,474 PA Permanent/Full-Time

LOCATION: U.S. Naval Support Activity, Morale Welfare & Recreation Department, Child Development Center, Gaeta, Italy

WHO MAY APPLY: U.S. Citizens, residing in the Naples/Gaeta commuting area who meet one or more of the following conditions:

1. Family member eligible for Schedule A 213.3106(b)(6) Appointment.
2. Applicants with Career/Career-Conditional Status.
3. Veterans Readjustment Act (VRA) Appointment eligible.
4. Preference eligible or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

SUMMARY OF DUTIES: The incumbent arranges room and materials to accommodate the daily schedule. Sets up displays and bulletin boards. Receives children from parents. Notes all special instructions which parents may provide. Maintains an accurate count of children in their charge. Conducts daily health checks of children. Ensures the safety and sanitation of children through constant supervision. Completes and submits required reports. Participates in conferences with parents and supervisor. Coordinates appropriate play and learning activities. Attends to the physical needs of the children.

QUALIFICATIONS REQUIREMENTS: QUALIFICATION STANDARDS HANDBOOK FOR GS POSITIONS.

EXPERIENCE: Six (6) months of general experience which is progressively responsible clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SUBSTITUTION OF EDUCATION: One (1) year of successfully completed education above the high school level for which high school graduation or the equivalent is the normal prerequisite.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the procedures and requirements for promoting child development.
2. Skill in carrying out child care duties.
3. Skill in basic first aid and CPR.

- NOTES:**
- (1) Incumbent is required to pass a physical examination.
 - (2) Highest previous rate may be authorized.
 - (3) Persons who are U.S. citizens and also citizens of Italy are not employable in a U.S. position.
 - (4) VRA selectees will be appointed on a two (2) year term appointment.
 - (5) A copy of transcripts is required for education substitution.

PLEASE SEE THE VACANCY ANNOUNCEMENT COVER SHEET/GENERAL INFORMATION REGARDING APPLICATION AND REQUIRED DOCUMENTS.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.